



United States Postal Service  
Office of Inspector General  
Attn: Human Resources  
1735 N. Lynn Street, 10<sup>th</sup> Floor  
Arlington, VA 22209-2020

## USPSOIG VACANCY ANNOUNCEMENT #09-30

### AMENDED

#### Cut-Off Dates

FIRST CUT OFF – 7/14/2009  
SECOND CUT OFF – 7/28/2009  
THIRD CUT OFF – 8/11/2009  
FOURTH CUT OFF – 8/25/2009  
FIFTH CUT OFF – 9/8/2009

Grade: Journey Band      FLSA: Exempt  
Salary: \$33,269 - \$113,007 Per Annum  
(Includes Locality Pay)  
Position: One Located in Arlington, VA  
Relocation Expenses Will Not Be Paid  
Open: 06/30/09      Close: OPEN UNTIL FILLED  
\*Career Ladder to GS-13 equivalent at management's discretion

### Human Resources Analyst - Staffing

The United States Postal Service Office of Inspector General (OIG) is seeking a highly qualified applicant to fill a Human Resources Analyst position on the Human Resources Team in the Joint Mission Support Center located in Arlington, VA. The successful candidate will be responsible for performing a variety of human resources duties related to recruitment, placement and position classification; which includes, but is not limited to: providing advice and assistance to management and employees on personnel regulations, policies and procedures pertaining to position classification, recruitment methods, job and qualification analyses, veteran's preference regulations, rating and ranking applications, issuing certificates of best qualified; identifying pay ranges and promotion potential of positions on vacancy announcements and setting employee pay on all personnel actions; generating, completing and tracking personnel actions; making recommendations to streamline and improve work processes. The OIG mission is to provide reports to the Postal Service Executives, Governors and Congress to help the Postal Service maximize revenues (approximately \$70 billion a year), minimize costs, and prevent and detect fraud, waste, abuse and mismanagement.

#### ELIGIBILITY REQUIREMENTS

- Bachelor's degree from an accredited college or university; or four years of related professional experience, or a combination of education and related professional experience
- Four years of experience with recruitment, staffing and compensation functions

#### EVALUATION FACTORS

- Knowledge of human resources laws, policies, regulations, and precedents of key functional areas of human resource management to include classification, position management, staffing and recruitment
- Experience with recruitment procedures and strategies to source applicants, prepare and post announcements, evaluate candidates, and prepare referrals
- Demonstrated strong customer service skills in providing the full scope of human resources management advisory services regarding recruitment, staffing and classification
- Ability to work independently and to provide effective human resources services, strategic advice and assistance to management and employees using effective communication skills, both orally and in writing

#### DESIRABLE QUALIFICATIONS

- PHR or SPHR Certification

#### ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and a background investigation
- Ability to obtain/maintain a government-issued credit card
- May require up to 20 percent travel

#### TO BE CONSIDERED, APPLICANTS MUST SUBMIT

- A resume
- Latest performance appraisal (within 15 months); must have received at least a contributor or satisfactory level of performance rating; (if unable to provide, please note reason on a separate sheet of paper)
- A separate, written narrative that describes specific experience (knowledge, skills, and abilities) for each Evaluation Factor (limited to one page per factor)
- Applicants claiming Veteran's Preference must attach a copy of member 4 copy (only) of Certificate of Release or Discharge from Active Duty (Form DD214) or other proof of eligibility if claiming 10-point veteran's preference. Veterans must submit a copy of a letter dated within the last 12 months from the Department of Veterans Affairs or the Department of Defense certifying receipt of compensation for a service-connected disability of 30 percent or more.



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### Human Resources Analyst

#### NOTE

- OPEN TO ALL SOURCES
- U.S. CITIZENSHIP REQUIRED
- APPLICATIONS MAY BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: [JOBS@USPSOIG.GOV](mailto:JOBS@USPSOIG.GOV) OR MAILED TO: USPS-OIG, Human Resources, 1735 N. Lynn Street, 10<sup>th</sup> Floor, Arlington, VA 22209-2020
- MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT
- APPLICANTS WHO DO NOT ADDRESS EACH OF THE EVALUATION FACTORS WILL NOT BE CONSIDERED

Applicants must meet all eligibility requirements by the closing date of the announcement. All submissions must include the vacancy announcement number.

#### BASIS OF RATING

Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education and training, that indicates the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

#### REASONABLE ACCOMMODATIONS

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2210. The decision on granting an accommodation request will be made on a case-by-case basis.

#### WHY APPLY WITH THE POSTAL SERVICE OIG?

- Flexible Work Schedules!
- Flexible Spending – Pre-Tax dollars for Child and Health Care!
- Locality Pay for Geographical Area Included!
- Pre-tax Dollars for Commuting!
- State of the Art Technology!
- Pay System that Rewards High Performers!
- Thrift Savings Plan with Matching Contributions up to 5%!
- Government-Backed Pension Plan!
- Ongoing Professional Development for every employee through Classroom/Virtual training, Seminars, Conferences and Tuition Reimbursement!
- Convenient Parking! Near Metro! (For Arlington, VA Location)
- On the Top 10 Corporations List in the U.S.!
- In the Top 50 Corporations for minorities and women!

Job Line Number:  
703-248-2210  
DC Relay Service:  
202-855-1234 (TTY)  
Or Visit our website:  
[www.uspsoig.gov](http://www.uspsoig.gov)

AN EQUAL OPPORTUNITY EMPLOYER